



## Office Specialist

**\$14.96 - \$18.18 hourly/  
\$2,593.67 - \$3,152.58 monthly**

This is the full journey level class in the Office Specialist series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Incumbents to this position perform a wide variety of general clerical duties related to the function and department assigned.

### Qualifications:

One (1) year of responsible clerical experience.

### Typing Speed Required:

45 net words per minute.

## Senior Office Specialist

**\$16.46 - \$20.00 hourly/  
\$2,853.06 - \$3,467.90 monthly**

This is the advanced journey level class in the Office Specialist series. Incumbents at this level may assume overall clerical responsibility for an assigned program area involving maintaining appropriate records, preparing necessary reports, and serving as an overall information source for a program, or may be involved in providing lead support to positions within the Office Specialist class.

### Qualifications:

Three (3) years of increasingly responsible clerical experience.

### Typing Speed Required:

50 net words per minute

## Fiscal Office Specialist

**\$15.71 - \$19.09 hourly/  
\$2,723.37 - \$3,310.27 monthly**

This is the full journey class in the Fiscal Office Specialist series and has the ability to perform a variety of *fiscal* clerical and general clerical duties in the preparation, maintenance, and processing of department specific accounting records related to accounts payable, accounts receivable, and payroll.

### Qualifications:

One (1) year of responsible clerical, accounting clerical, or administrative/business experience.

### Typing Speed Required:

35 net words per minute

## Senior Fiscal Office Specialist

**\$ 17.28 - \$21.00 hourly/  
\$ 2,995.69 - \$ 3,641.30 monthly**

This is the advanced journey level class in the Fiscal Office Specialist. Incumbents perform the most difficult and responsible types of duties assigned, including responsibility for the full range of fiscal clerical duties related to grant and/or project tracking and maintenance, budget support, employee benefits, or city-wide purchasing and may provide technical and functional supervision over clerical personnel.

### Qualifications:

Three (3) years of responsible and specialized accounting clerical experience.

### Typing Speed Required:

35 net words per minute

## Secretary

**\$16.46 - \$20.00 hourly/  
\$2,853.06 - \$3,467.90 monthly**

Performs a wide variety of responsible clerical and secretarial duties. May exercise technical and functional supervision over clerical personnel as assigned.

### Qualifications:

One (1) year of increasingly responsible secretarial and clerical experience involving frequent public contact.

### Typing Speed Required:

50 net words per minute

## Senior Secretary

**\$18.10 - \$22.00 hourly/  
\$ 3,138.35 - \$ 3,814.69 monthly**

Performs highly responsible secretarial duties in support of a large division. May exercise technical and functional supervision over clerical personnel assigned.

### Qualifications:

Three (3) years of increasingly responsible secretarial experience involving frequent public contact.

### Typing Speed Required:

50 net words per minute

## Administrative Secretary

**\$21.01 - \$25.54 hourly/  
\$ 3,642.96 - \$ 4,428.06 monthly**

Performs highly responsible secretarial support to an executive or department head; performs highly responsible and complex administrative duties for a department. May supervise clerical staff.

### Qualifications:

Four (4) years of increasingly responsible secretarial experience including one (1) year of office management.

### Typing Speed Required:

55 net words per minute

## Application Process

**1** Complete the City Employment Application and Supplemental Questionnaire. Application and questionnaire may be downloaded from our website [www.chulavistaca.gov](http://www.chulavistaca.gov).

*The Supplemental Questionnaire is a "self-report" of background and experience that you complete and submit to the Human Resources Department. The questions are based on significant aspects of the job and will be used to match your qualifications to the requirements of our various clerical positions.*

In an effort to provide the hiring departments with viable candidates, we ask that you review the job summary, qualifications, and salary rates **PRIOR** to submitting your application.

***It is essential that you identify ONLY the position(s) you are interested in. Your choice(s) indicate(s) your committment to participate in succeeding recruitment processes.***

**2** Attach ORIGINAL, unaltered typing certificate to your application.

*All positions require a typing certificate. Applications received without an original typing certificate will automatically be disqualified.*

**3** Mail or deliver in person all application materials to:

City of Chula Vista  
Human Resources Department  
276 Fourth Avenue  
Chula Vista CA 91910

*Based on the information presented on the application materials, candidates who meet the minimum qualifications will be invited to participate in a clerical test. Candidates will be notified via standard U.S. mail of the position(s) for which they are eligible to compete.*

**4** Once "invitation to test" is received, contact the Human Resources Department at (619) 691-5096 within three (3) business days to schedule your appointment to test.

Test date and time are scheduled on a "first-call" basis.

Typing Requirement

Typing certificates must have been issued within the past two years and have the following information: your name; date the typing skills test was administered; the duration of typing test (5 minutes minimum); gross words per minute; number of errors; and net words per minute. Certificates must specify no more than five errors.

Typing certificate must have been obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification in their normal course of business. A typing certificate obtained from the internet is NOT acceptable.

If you mail your application and original typing certificate, the typing speed data will be recorded on your application and your certificate will be mailed back to you.

The Examination

Depending on your qualifications AND exam score, your name may be placed on the eligibility lists for all seven (7) classifications.

Passing test scores may vary depending on the position. The exam covers the following areas: alphabetical filing; proofreading; spelling; basic math; bank reconciliation; bank deposit; petty cash; editing/formatting from a rough draft; and spreadsheet.

The exam is administered on a computer. Tests are administered by appointment only.

Only those candidates who provide acceptable picture identification will be allowed to test.

You Passed -- now what happens?

If you are successful in the testing process, your name will be placed on our clerical eligibility list(s).

Based on your responses to the supplemental questionnaire and exam score, your name may be placed on several employment lists.

Your name remains on the list(s) for six months. Your application materials may be forwarded to departments with position vacancies that match your qualifications.

How To Apply

Applicants must submit an official City application and supplemental questionnaire to:

City Of Chula Vista  
Human Resources Department  
276 Fourth Avenue  
Chula Vista CA 91910

Filing Deadline:  
Tuesday, March 7, 2006, 5 pm

Applicants seeking additional information regarding these positions should contact the Human Resources Department at (619) 691-5096.

Application and supplemental questionnaire may be downloaded from our website [www.chulavistaca.gov](http://www.chulavistaca.gov).

Assigned Analyst:  
Linette C. Abille  
(619) 409-5926  
[labille@ci.chula-vista.ca.us](mailto:labille@ci.chula-vista.ca.us)

Revised: 02/22/2006

EMPLOYMENT INFORMATION

PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen and a psychological evaluation.

SMOKING POLICY

The City of Chula Vista has a policy that prohibits smoking in all City buildings and vehicles.

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation contact the Human Resources Department.

EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States.

VETERANS PREFERENCE

If you have been honorably discharged or retired from the U.S. military service within the last 5 years from the closing date of this examination, you may qualify for Veterans Preference Points. Qualified veterans will have an additional 5% added to their final examination score. *Copy of DD-214 must be attached to the application in order to qualify for Veterans Preference Points.*

The City of Chula Vista is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, medical condition, marital status, ancestry, and pregnancy in employment or in the provision of service.

The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.

The Human Resources Department is committed to providing services to employees, departments, and the public to ensure an informed, quality workforce and community, while treating everyone with fairness, dignity, and respect.



announces  
recruitment for

CLERICAL SERIES  
EXAMINATION

Exam # 06016101

Office Specialist

Senior Office Specialist

Fiscal Office Specialist

Senior Fiscal Office Specialist

Secretary

Senior Secretary

Administrative Secretary

Filing Deadline:  
Tuesday  
March 7, 2006, 5 pm



**Human Resources**  
**276 Fourth Avenue**  
**Chula Vista CA 91910**  
**Job Hotline (619) 691-5096**

# Supplemental Questionnaire

## Clerical Series

### Exam Number 06016101

**Last Name**

**First Name**

**MI**

**INSTRUCTIONS:** This questionnaire is NOT a substitute for the official City application. You must complete both forms completely. The information contained in the employment and supplemental questionnaire will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Failure to complete both forms will result in immediate disqualification from the recruitment process.

In an effort to provide the hiring departments with a list of *viable* candidates, please review the job summary, qualifications, and salary rates that are stated on the job announcement PRIOR to submitting your application.

**When completing your application, it is essential that you identify only the position(s) that you are interested in. Your choice(s) indicate(s) your commitment to participate in succeeding recruitment processes. You will be allowed to compete, IF FOUND QUALIFIED, for position(s) marked "yes". You will NOT be considered, even if found qualified, for position(s) that are marked "no".**

Positions Available	Salary (Hourly)	Yes	No
Office Specialist	\$14.96 - \$18.18	<input type="checkbox"/>	<input type="checkbox"/>
Senior Office Specialist	\$16.46 - \$20.00	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Office Specialist	\$15.71 - \$19.09	<input type="checkbox"/>	<input type="checkbox"/>
Senior Fiscal Office Specialist	\$17.28 - \$21.00	<input type="checkbox"/>	<input type="checkbox"/>
Secretary	\$16.46 - \$20.00	<input type="checkbox"/>	<input type="checkbox"/>
Senior Secretary	\$18.10 - \$22.00	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Secretary	\$21.01 - \$25.54	<input type="checkbox"/>	<input type="checkbox"/>

For HR Use	
<input type="checkbox"/>	<u>Typing Speed</u>
<input type="checkbox"/>	Gross .....
<input type="checkbox"/>	# of Errors .....
<input type="checkbox"/>	Net .....
<input type="checkbox"/>	Date .....
<input type="checkbox"/>	Original returned on .....
<input type="checkbox"/>	

- How much full-time experience do you have in performing general clerical duties?
 

☐ None
 ☐ Less than one year
 ☐ One year but less than two years
 ☐ Two years but less than three years
 ☐ Three years or more
- How much full-time experience do you have in performing a variety of clerical accounting and/or specialized accounting related to accounts payable, accounts receivable, payroll, and other financial transactions?
 

☐ None
 ☐ Less than one year
 ☐ One year but less than two years
 ☐ Two years but less than three years
 ☐ Three years or more
- How much full-time experience do you have in performing responsible secretarial duties?
 

☐ None
 ☐ Less than one year
 ☐ One year but less than two years
 ☐ Two years but less than three years
 ☐ Three years but less than four years
 ☐ Four years or more
- How much full-time experience do you have in office management or supervision?
 

☐ None
 ☐ Less than one year
 ☐ One year but less than two years
 ☐ Two years but less than three years
 ☐ Three years or more
- Do you possess a typing certificate?
 

☐ Yes, my ORIGINAL typing certificate was presented at time of application.
 ☐ No If no, you do not meet the typing requirement.

**Supplemental Questionnaire  
Clerical Series**

**Last Name**

**First Name**

**MI**

6. Are you currently employed by the City of Chula Vista?

☐

Yes

Position Title \_\_\_\_\_

Department \_\_\_\_\_

☐

No

7. In addition to English, I can ☐ speak ☐ read ☐ write \_\_\_\_\_

specify language

Please indicate the length of your experience and identify your level of proficiency in each area.

Area	Length of Experience Years / Months	Level of Proficiency (Check one)					
		Never Performed/ Used	Limited Skills	Average Skills	Highly Skilled		
<b>Skills</b>	Filing	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Composition/drafting of correspondence	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Document editing / proofreading	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Data entry	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Database maintenance	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Calendar maintenance/scheduling	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Accounts payable / accounts receivable	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Bookkeeping	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Statistical reporting	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Statistical analysis	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Budget projects	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Computer Proficiency</b>	Word Processing (Software) _____	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Spreadsheet (Software) _____	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Database (Software) _____	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Office Equipment</b>	Personal computer	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Fax machine	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Printer	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Scanner	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Multi-function copier machine	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Other office equipment _____	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Public Contact</b>	Receptionist	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Answer telephone	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Screen visitors	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Respond to complaints	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Explain procedures	____	____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I swear and affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Printed Name

Signature

Date